

# **DMISA**

## **JOINT DEPOT MAINTENANCE PROGRAM**

### **DEPOT MAINTENANCE INTERSERVICE SUPPORT AGREEMENTS**

October 2002



## INTRODUCTION

This pamphlet will provide a basic understanding of Depot Maintenance Interservice Support Agreement (DMISA) policy and procedures for developing, negotiating, managing, and terminating the DMISA.

The DMISA is governed by the Joint Depot Maintenance (JDM) Program regulation, *OPNAV INST 4790.14A*, *AMC-R 750-10*, *AFI 21-133(I)*, *MCO P4790.10B*, *DLAD 4151.16, Logistics, Joint Depot Maintenance policies of DODD 4151.18, Maintenance of Military Material*, and *DOD 5000. 2-R, Mandatory Procedures for Major Defense Acquisition Program (MDAP) and Major Automated Information System (MAIS) Acquisition Programs*.

The DMISA is a formal agreement similar to a contract whereby one military Service (the Agent) agrees to provide depot maintenance support for another Service (the Principal). It may also be used when a Service is the Agent and another federal department agency or element thereof is the Principal.

Typically, DMISAs are established to cover depot maintenance and related support functions for weapon systems, equipment end items, systems, subsystems, components, or commodity groups. *Note: DMISAs, which should be used only to assign workload, are normally established for 5-year periods with mandatory annual reviews, except for Service workload competition assignments.*

Each Military Service and Department of Defense (DOD) Agency is responsible for programming, budgeting, and funding to support the interservice arrangements to which it is party.

## **ROLES AND RESPONSIBILITIES**

**PRINCIPAL:** The military Service(s) or federal department or agency receiving depot maintenance support from the Agent.

**PRINCIPAL COORDINATION REPRESENTATIVE(S):** The representative designated by the Principal to develop and coordinate with the Agent the specific type and amount of support required.

**AGENT:** The military Service(s) responsible for providing depot maintenance support to the Principal.

**AGENT'S COORDINATION REPRESENTATIVE(S):** The representative designated by the Agent to develop and coordinate with the Principal the specific type and amount of support required.

**DEPOT:** The authorized activity or facility that performs or will perform depot level repair of an item.

**MAINTENANCE INTERSERVICE SUPPORT OFFICE (MISO):** The office responsible for developing, negotiating, managing, and terminating DMISAs for a command/center/agency. (See pages 19-23 for a list of all Service MISOs.)

**MAINTENANCE INTERSERVICE SUPPORT MANAGEMENT OFFICE (MISMO):** The office within each Service responsible for implementing depot maintenance interservice policy and procedures. The MISMO also assists with resolving disputes between Services involving DMISA issues. (See page 19 for a list of the Service MISMOs.)

## **THE STANDARD DMISA**

Appendix F of the Joint Depot Maintenance Regulation contains the format for the standard DMISA. Commonly referred to as the DMISA “boilerplate,” it is a good starting point for developing a DMISA. The boilerplate is tailored to meet the needs of the Principal and the Agent. While the entire boilerplate is too lengthy to appear in this pamphlet, pages 7-9 show the standard table of contents (Figure 1).

The DMISA consists of the four primary parts described below:

- **TITLE AND ADMINISTRATION INFORMATION.** The beginning section covers information on administering the document. It includes the cover or title page that identifies the DMISA number, workload covered, the parties to the agreement and their signatures; the table of contents; a record reflecting periodic reviews; the list of activities/personnel who received a copy of the DMISA; a page for listing deviations from the boilerplate; and a record of specific changes to the DMISA since it was initially signed and implemented.
- **SECTION I. TERMS OF AGREEMENT.** This section addresses the specific support conditions agreed to by the DMISA parties. It includes the purpose of the agreement (description of the equipment and its support); the authority for the agreement; effective dates of the agreement; termination requirements (including the number of days for which notification must be given); periodic review (when the agreement should be reviewed for continuation, modification, or termination); the DMISA coordinators for both the Principal and Agent and their responsibilities for DMISA administration; and liaison representation. It also addresses contact with the repair facility and contract administration.
  - Specific provisions for support and related exhibits begin in paragraph 10. This section covers the support

**APPENDIX F**  
**DEPOT MAINTENANCE INTERSERVICE**  
**SUPPORT AGREEMENT**

**SECTION I - TERMS OF AGREEMENT:**

1. Purpose
2. Authority
3. Effective Dates
4. Termination
5. Periodic Review
6. Coordination Representatives and Responsibilities
  - a. Agent
  - b. Principal
7. Liaison Representatives
8. Contacts with Agent's Repair Facility
9. Contract Administration
10. Specific Provisions
  - a. Support Required
  - b. Program Data
    - (1) Immediate Year Requirements
    - (2) Projected Requirements
    - (3) National Emergency Requirements
    - (4) Special Engineering Support
    - (5) Failure Analysis Reports (FARs), Teardown Deficiency Reports (TDRs), and Disassembly Inspection Reports (DIRs)
  - c. Man-Hour/Flow Time/Cost Estimating
  - d. Work Specifications
    - (1) Statement of Work
    - (2) Technical Data
    - (3) Bill of Material/Material Requirements List
    - (4) Configuration Management
  - e. Quality Assurance
  - f. Economic Repair Limitations

*Figure 1*

**APPENDIX F**  
**DEPOT MAINTENANCE INTERSERVICE**  
**SUPPORT AGREEMENT (Continued)**

- g. Reusable Containers
- h. Costing
- i. Funding
- j. Billing
- k. Reports
- l. Personnel Spaces
- m. Security
- n. Safety
- o. Other Support

**SECTION II - MATERIAL SUPPORT:**

- 1. Procedures for Shipment
  - a. To Agent
    - (1) Agent's Repair Activity
    - (2) Packaging
    - (3) Markings
  - b. To Principal
    - (1) Location/Consignee
    - (2) Shipping Authority
    - (3) Packaging Instructions
    - (4) Special Markings
    - (5) Method of Transportation
    - (6) Transportation Fund Citation
- 2. Production Support
- 3. Emergency Repair Provisions
- 4. Item Accountability
- 5. Depot Material Support
  - a. Jointly Used/Jointly Managed Items
    - (1) Initial Pipeline
    - (2) Follow-on

*Figure 1 Continued*

**APPENDIX F**  
**DEPOT MAINTENANCE INTERSERVICE**  
**SUPPORT AGREEMENT (Continued)**

- b. Joint Support Items
- c. Peculiar Items
- d. Repairable Items
- e. DLA, GSA, and Other Material
- f. Modification Kits
- g. Material Support Procedures
- h. Items Missing on Inventory
- 6. Support Equipment
- 7. Material Source Changes
- 8. Termination Assets Disposition
- 9. Critical Alloy and/or Precious Metals Recovery
- 10. Use of Exhibits

*Figure 1 Continued*

required of the Agent/depot; the data the Principal will provide, including requirements for the immediate year, several out-years, national emergencies, and special engineering support; and repair related reports. Also addressed are the data provided by the Agent/depot, such as estimates for man-hours, flow-time, and repair costs; work specifications; quality assurance; component economic repair limitations; reusable container support; costing, funding; billing; reports; personnel spaces; security; safety; and other support requirements.

- SECTION II. MATERIAL SUPPORT. The next important part of the DMISA addresses the following specific procedures for material support.
  - Procedures for shipping and receiving material between the Principal and the repair activity, including addresses and instructions on packaging and marking.
  - Procedures for emergency repairs, asset accountability/visibility requirements, and asset disposal and condemnation procedures.
  - Depot material support procedures (for example, rotatable pools and modification kits) and support equipment (common and special).
  - Material source information (for example, piece part requisitioning).
  - Procedures for disposing of assets upon termination of the DMISA.
  - Recovery of critical alloys and precious metals.



- **EXHIBITS.** Exhibits are used to detail support requirements and to specify procedures above those provided in the boilerplate. They are a major means of tailoring the DMISA to fit the needs of all DMISA parties. Every DMISA has a *Use of Exhibits* page, which lists all potential exhibits and indicates which of those apply to and, therefore, are a part of the particular DMISA. Figure 2 on page 13 shows a sample *Use of Exhibits*. The exhibits are described as follows.

Exhibits I through III identify and quantify the items to be supported for the current year and several out years. Use of these depends upon whether the Principal considers the repair program to be major (for example, a helicopter) or minor (for example, components of the helicopter). These exhibits are laid out by line item so the Principal can provide workload requirements in quantities to the Agent/depot for workload planning and, conversely, so the Agent/depot may provide to the Principal estimates of the man-hours, flow times, and repair costs (labor and material) for each item.

Exhibit IV is used to identify and quantify projected production requirements needed by the Principal in the event of a national emergency.

Exhibit V is used if there were any special engineering support to be provided by the Agent's repair facility.

Exhibit VI identifies all material requirements (including source of supply) the repair facility needs to accomplish the work.

Exhibits VII-A through VII-C provide the statement of work, work specifications, technical requirements identified by line item, and quality assurance provisions.

Exhibit VIII provides parameters in the event a product-

oriented survey (POS) needs to be conducted on the quality system employed by the depot.

Exhibit IX specifies joint operating procedures for configuration management.

Exhibits X-A and X-B cover reporting requirements. All reports required of the Agent/depot must be listed on Exhibit X-A. X-B contains the format for the standard monthly production report.

Exhibit XI allows the Principal to specify unique safety requirements.

Exhibit XII identifies any requirements for special markings the Agent or depot must use before returning completed items to the Principal.

Exhibit XIII identifies shipping instructions for providing repairable items to the repair facility and for returning the completed items to the Principal.

Exhibit XIV identifies special preservation, packaging, or packing instructions.

Exhibits XV-A through XV-C identify rotatable pool requirements, modification kits, and other material support procedures.

Exhibit XVI addresses production equipment or tooling on loan to the repair facility and their disposition upon termination of the DMISA.

Exhibit XVII reflects special and non-engineering related support, such as field teams.

## **PROCEDURES FOR DEVELOPING, NEGOTIATING, AND DEVELOPING A DMISA**

The Principal contacts the Agent and receives the Agent's acceptance number assignment. The Principal determines support, workload, and technical requirements and coordinates with the Agent to ensure adequate depot maintenance resources are available to support the DMISA. The Principal then drafts and forwards the DMISA requirements and associated exhibits to the Agent.

<b>USE OF EXHIBITS</b>			
<b><u>EXHIBIT</u></b>		<b><u>APPLI- CABLE</u></b>	<b><u>NOT APPLI- CABLE</u></b>
I	SCHEDULE & COSTS - Major Programs	_____	_____
II	SCHEDULE & COSTS - Minor Programs	_____	_____
III-A	PROJECTED REQUIREMENTS - Major Programs	_____	_____
III-B	PROJECTED REQUIREMENTS - Minor Programs	_____	_____
III-C	PROJECTED REQUIREMENTS - Pending Capability	_____	_____
IV	NATIONAL EMERGENCY REQUIREMENTS	_____	_____
V	SPECIAL ENGINEERING SUPPORT	_____	_____
VI	BILL OF MATERIAL/MATERIAL REQUIREMENTS LIST	_____	_____
VII-A	STATEMENT OF WORK	_____	_____
VII-B	TECHNICAL DATA LIST AND LINE ITEM CROSS REFERENCE	_____	_____
VII-C	QUALITY ASSURANCE REQUIREMENTS	_____	_____
VIII	PRODUCT ORIENTED SURVEY PARAMETERS	_____	_____
IX	JOINT OPERATING PROCEDURE FOR CONFIGURATION MANAGEMENT	_____	_____
X-A	LIST OF REPORTS	_____	_____
X-B	MONTHLY PRODUCTION REPORT	_____	_____
XI	SAFETY	_____	_____
XII	SPECIAL MARKINGS	_____	_____
XIII-I	SPECIAL SHIPPING INSTRUCTIONS PART I	_____	_____
XIII-II	SPECIAL SHIPPING INSTRUCTIONS PART II	_____	_____
XIII-III	SPECIAL SHIPPING INSTRUCTIONS PART III	_____	_____
XIV	SPECIAL PRESERVATION, PACKAGING AND PACKING INSTRUCTIONS	_____	_____
XV-A	ROTATABLE POOL REQUIREMENTS	_____	_____
XV-B	MODIFICATION KITS	_____	_____
XV-C	OTHER MATERIAL SUPPORT PROCEDURES	_____	_____
XVI	TOOLS AND EQUIPMENT	_____	_____
XVII	OTHER SUPPORT (NON-ENGINEERING)	_____	_____

*Figure 2*

If applicable, the Agent coordinates with the local Defense Distribution Depot (DDD) for inclusion of the DDD cost of support to the draft DMISA. The DDD reviews the Principal's requirements, primarily identified on Exhibits XI, XII, XIII, XIV, and XVII. Defense Logistics Agency (DLA) cost is the total cost of support, by line item, on Exhibits I and II. The Agent completes the depot requirements, cost data, and flow time information on the workload exhibits and returns the draft DMISA to the Principal.

Negotiations begin between the Principal and Agent regarding costs, workload scheduling, priorities, support, materials, transportation requirements, and so forth. The negotiation may be simple or complex depending upon the system's complexity and the required levels of repair or overhaul. A formal negotiation meeting may be held to resolve outstanding issues before the DMISA is mutually agreed upon. If DDD support or cost are issues, the DDD must attend. The Agent documents the agreements and actions assigned during the meeting. The Principal tracks actions to ensure successful completion of the negotiations.

When both parties agree, the Principal prepares and signs the final DMISA and forwards it to the Agent for signature. When DMISA workload is at an organic maintenance facility, the depot commander, or the designated representative, will also sign the DMISA. The Agent may also request the DDD sign the DMISA cover page acknowledging the DDD's support commitment. Principal and Agent signatures on the cover page of the DMISA constitute approval and acceptance of the terms.

The Agent publishes and distributes copies of the DMISA to all interested parties. Distribution includes, but is not limited to the Principal, Agent, depot, MISMOs, and JDMAG.

The depot ensures the facilities, personnel, materials, equipment, and so forth, are ready to support the DMISA workload.

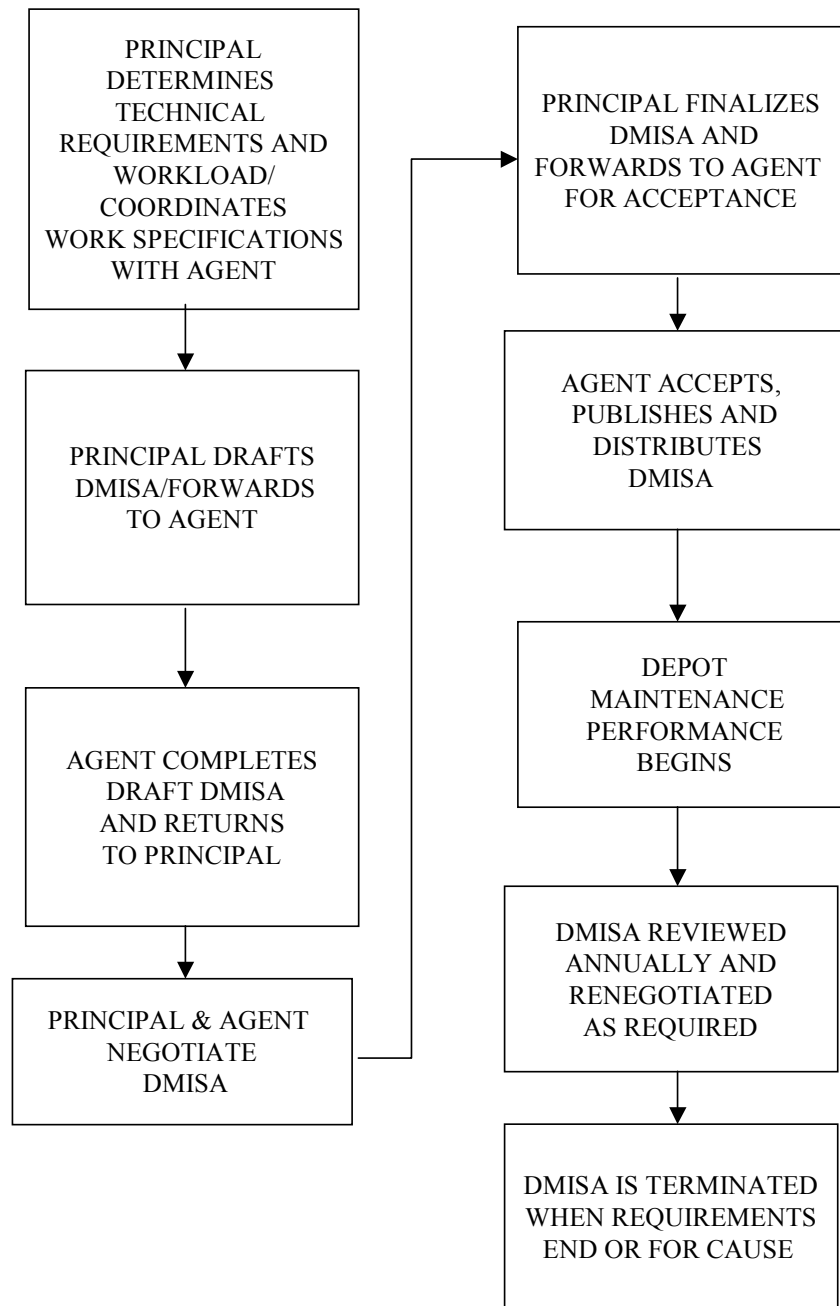


Figure 3. The DMISA Process

The "Change" page documents changes that are required after the initial DMISA is in place and as a result of renegotiations. Changes in the workload quantities (Exhibits I-IV) do not need to be included on the "Change" page, since these quantities can change more frequently than by fiscal year and during periodic review.

The DMISA must be reviewed at least annually to determine whether it should be continued, modified, or terminated. Any changes to the DMISA must be renegotiated and approved by both the Principal and Agent after it has been signed. Changes will be documented on the "Periodic Review" and "Change" pages of the DMISA. Signatures on the "Periodic Review and Change" pages constitute acceptance and approval. The Agent will distribute the revised DMISA to all affected parties.

Figure 3 on page 15 depicts the DMISA process.

### **PROCEDURES FOR DMISA TERMINATION**

The option of termination is the vehicle used when the depot support is no longer required by the Principal from the Agent. For a number of reasons, it may become necessary or desirable to terminate the DMISA (for example, if the DMISA has run its complete course and the requirement for depot support no longer exists). On rare occasions, it may be beneficial or desirable for the Principal or the Agent to terminate the agreement prior to completion of the planned period of support.

The Principal may terminate because of the Agent's

- excessive repair turnaround time within his or her facility,
- high repair costs, or
- poor product or process quality.

The Agent may terminate because of the Principal's

- lack of assets generating as scheduled or forecasted,
- continued lack of funding, or

- lack of Principal-provided piece parts.

The procedures for terminating a DMISA follow:

a. The initiating MISO will coordinate with the Service MISMO in writing prior to notifying the counterpart MISO of the intent to terminate a DMISA.

b. The initiating Service MISMO will consult with involved MISMO(s) to determine if termination is appropriate and advise the initiating MISO of appropriate actions.

c. The initiating MISO will notify the counterpart MISO in writing if the DMISA will be terminated.

d. The Principal will develop the draft termination plan, in coordination with the Agent and provide a copy to the MISMOs and other interested parties. The plan, which must be completed within 30 days of notification of termination, must address the status of funds; disposition of assets, including work awaiting induction, work in process, work awaiting parts, and prepositioned spares; disposition of material; disposition of equipment and tooling provided by the Principal; billing closeout; training and other assistance the Principal requires from the Agent; and the plans for obtaining a new DSOR, if required. The Agent MISO identifies costs and impacts to the workload program and resources.

e. The Agent reviews the draft termination plan and negotiates actions, costs, milestones, and responsibilities with the Principal for inclusion in the final plan. The Principal prepares the final plan and distributes copies to the MISMOs and other interested parties. When all milestones are completed, the Principal MISO notifies all addressees in writing that the DMISA has been terminated.

## **INTERSERVICE MATERIAL ACCOUNTING AND CONTROL SYSTEM (IMACS)**

IMACS is a computer based management program that was developed to improve the speed of processing and managing the DMISA. For additional information on IMACS, contact the IMACS program manager, OO-ALC/LGNP, DSN 775-2958, Website: <http://www.hillafb.mil/imacs>.

## **DMISA TRAINING COURSE**

The DMISA training course is for MISOs, managers, and others who prepare, review, negotiate, and manage DMISAs. It also helps those who do not work directly with DMISAs by defining the roles, responsibilities, and relationships of the various players involved in DMISA policy/procedures.

This course is available online at the JDMAG Website:  
<http://www.jdmag.wpafb.af.mil>.



## **POINTS OF CONTACT**

### **Maintenance Interservice Support Management Offices (MISMO)**

<b>Service</b>	<b>Name</b>	<b>Activity</b>	<b>Symbol/Code</b>	<b>Communication: DSN, Commercial, Fax, E-mail</b>
Air Force	Mary Aponte	AFMC	LGPC	674-0037 937-904-0037 937-257-8998 Mary.Aponte@wpafb.af.mil
Navy	Anita Lopez	NAVAIR	AIR-6.1.1.3	757-8687 301-757-8687 301-757-3654 lopezap@navair.navy.mil
Army	Ron Pieratt	USAMC	AMCLG-LM	767-8245 703-617-8245 767-7644 rpieratt@hqamc.army.mil
Marine Corps	John Wolfe	MAR-CORLOG BASES	Code L22	567-6977 229-639-6977 567-6716 wolfejm@matcom.usmc.mil

### **Maintenance Interservice Support Offices (MISO)**

<b>Service</b>	<b>Name</b>	<b>Activity</b>	<b>Symbol/Code</b>	<b>Communications: DSN, Commercial, Fax, Email</b>
Army	Curt Aussicker	CECOM	AMSEL-LC-LEO-P-M	992-1177 732-532-1177 992-9617 curt.b.aussicker@us.army.mil

**Maintenance Interservice Support Offices (MISO)**

Service	Name	Activity	Symbol/Code	Communications: DSN, Commercial, Fax, Email
Army	Carolyn Crawford (Missile)	AMCOM	AMSAM-MMC-BM-DSI	746-8023 256-876-8023 788-6522 crawford-cv@redstone.army.mil
Army	Al Gipson	CCSLA	SELCL-IA-A	879-7534 520-538-7534 879-6143 gipsonA@huachuca-ccsla.army.mil
Army	Sharon Goodwin	TACOM-Rock Island	AMSTA-LC-CIM-D	793-5768 309-782-5768 793-6256 sgoodwin@ria-emh2.army.mil
Army	Ralph Janus	TACOM-Warren	AMSTA-LC-CIMS	786-8451 810-574-8451 786-7619 janusr@tacom.army.mil
Army	Monroe Walker	AMCOM	AMSAM-MMC-BM-DSI	746-7703 256-876-7703 788-6522 walker-mo@redstone.army.mil
Army	Virgil Wiley (Aviation)	AMCOM	AMSAM-MMC-BM-DSI	746-8419 256-876-8419 788-6522 wiley-vl@redstone.army.mil

**Maintenance Interservice Support Offices (MISO)**

<b>Service</b>	<b>Name</b>	<b>Activity</b>	<b>Symbol/Code</b>	<b>Communications: DSN, Commercial, Fax, Email</b>
Air Force	Frank Cosby	OC-ALC	XPXM	339-5195 405-739-5195 339-4612 frankie.cosby@ tinker.af.mil
Air Force	William Drake	ASC	WMYL	872-9435 x2036 850-882-9435 x2036 872-0657 drake@eglin.af.mil
Air Force	Billy Edwards	WR-ALC	XPXB	468-3202 912-926-3202 468-9528 Billy.Edwards@ robins.af.mil
Air Force	Karen Jones	OO-ALC	LGPW	777-8454 801-777-8454 777-8320 karen.jones@ hill.af.mil
Air Force	Michael E. Newman	SMC	AXL	833-0290 310-366-0290 833-0450 michael.newman@ losangeles.af.mil
Air Force	Connie Rankin	ASC	SYLM	785-2518 937-255-2518 785-7916 connie.rankin@ ascsy.wpafb.af.mil

**Maintenance Interservice Support Offices (MISO)**

<b>Service</b>	<b>Name</b>	<b>Activity</b>	<b>Symbol/Code</b>	<b>Communications: DSN, Commer- cial, Fax, Email</b>
Air Force	Burt Wadas	ESC	CCZ	478-8243 781-377-8243 478-6341 burt.wadas@ hanscom.af.mil
Marine Corps	Jim Hamsley (primary MISO)	MARCOR- LOGBASE	Code L21	567-6803 229-639-6803 567-6824 hamsleyjw@ matcom.usmc.mil
Marine Corps	Susan Ford (secondary MISO)	MARCOR- LOGBASE	Code L21	567-6803 229-639-6803 567-6824 fordsd@matcom. usmc.mil
Navy	Mary Cumers	NAVAIR	AIR-6.3.3.2	757-8715 301-757-8715 301-342-3198 Cumersme@ navair.navy.mil
Navy	Som Chan- thathone	SPAWAR Headquarters	SPWAR 04H7-B	858-537-0177 Somrang. Chanthas@ spawar.navy.mil
Navy	Carolyn Gsell	NAVICP	Code 03421A	442-5015 215-697-5015 442-4767 carolyn_gsell@ icpphil.navy.mil

**Maintenance Interservice Support Offices (MISO)**

Service	Name	Activity	Symbol/Code	Communications: DSN, Commercial, Fax, Email
Navy	Perry Mortzfeldt	NAVICP	Code 058122	430-1572 717-605-1572 717-605-1420 perry_1_mortzfeldt @icpmach.navy. mil
Navy	Regis Worley	NAVFAC	Code 43JBP	551-3208 805-982-3208 805-982-5769 worleyrc@cdchue. navy.mil
Navy	Glenn Coleman	NAVSEA	SEA-04L435	326-3306 202-781-3306 202-781-4605 colemanaw@ navsea.navy.mil
Navy	Clark Yarbrough	NAVSUP	SUP-4C2A7	430-6723 717-605-6723 717-605-6903 clark_a_yarbrough @navsup.navy.mil